

State of California  
911 Emergency Communications Office  
**Form TD-280A Instructions Addendum**

**Purpose of Form TD-280A Addendum**

This addendum is created to provide greater clarity on completing Form TD-280A when new NXX codes have been obtained and NXX codes are being returned or removed.

**New NXX Codes:**

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| <b>Step 1</b> | CLEC initiates pre-planning discussion with 911 County Coordinator (via telephone or e-mail) to review codes and discuss what geographic areas/rate centers those codes represent. A TD280A form containing an original signature from the CLEC is mailed to the County Coordinator. |
| <b>Step 2</b> | County Coordinator assigns DESN(s). A TD280A form is required for each DESN assigned. If a DESN is assigned to multiple codes, group and consolidate those codes on the same TD280A form. Do not send in multiple TD280A forms for codes with the same DESN assignment.              |
| <b>Step 3</b> | County Coordinator signs and forwards TD280A form to State 911 Program for final approval. Once approval is granted, State 911 Program forwards a copy to CLEC, ILEC, and County Coordinator.  |

**Returning/Removing Codes**

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| <b>Step 1</b> | CLEC must notify the State 911 Program when it's returning or removing codes or canceling approved TD280A forms in writing (e-mail or letter, no faxes). CLEC must identify the specific code(s) along with the associated State Log number. |
| <b>Step 2</b> | State 911 Program will notify County Coordinator and ILEC of specific code(s) deletion from TD280A via e-mail.   |
| <b>Step 3</b> | CLEC must submit the NPA/NXX Request Form to the ILEC Data Integrity Unit (DIU) to delete codes from the 911 databases.  |

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**Adding New Codes to Existing Trunk Group (including LNP)**

- Step 1**                      **CLEC is requested to have a native NXX code (assigned by NeuStar) in the rate area they wish to port calls into before LNP can be implemented in that rate center.**
- When adding new NXX code(s) to an existing trunk group, CLEC must receive approval from County Coordinator and State 911 Program prior to submit request to ILEC. This is to ensure that the County and State are aware of new service, and the County Coordinator has the option to reassign the Default Routing to another PSAP.
- Step 2**                      CLEC must contact County Coordinator in writing via e-mail or letter (no faxes) to verify if an existing DESN can support the new code(s).
- Step 3**                      If a new DESN is assigned, CLEC follows the regular TD280A processes (listed above) and submits a TD280A to County Coordinator.
- If an existing DESN is assigned, CLEC must e-mail or write to the County Coordinator requesting to amend the existing TD280A form. CLEC must identify the State Log number associated with the existing TD280A form, so State 911 Program can modify the existing TD280A and add the new code. If the County Coordinator approves of the addition of the new code, the County Coordinators responds to the CLEC indicating this and copies the state 9-1-1 program in their reply to the CLEC.
- If no State Log number has been assigned, but trunk groups have already been established, CLEC must submit a new TD280A form along with a written explanation of the situation. The County Coordinator will review and confirm the DESN assignment, mail the TD280A form to the State 9-1-1 program. The State 911 Program will assign a Log number for this TD280A form for future tracking.
- Step 4**                      State 911 Program will amend the master TD280A form with the new code(s), update the Excel CLEC inventory master spreadsheet and e-mail the appropriate ILEC, CLEC and County Coordinator that the County and State have approved the addition of the new code(s).